



HAWAI'I STATE SENATE
State Capitol – Honolulu, Hawai'i

Interested in public service, working closely with elected officials and the public, and learning more about the legislative process? Excel in a fast-paced and deadline driven working environment? Consider applying for a position with the Hawai'i State Senate for the 2015 legislative session! We are currently accepting applications for the following full-time temporary (4-6 months) position beginning in December 2014 or January 2015:

DATA-ENTRY CLERK/OFFICE ASSISTANT: Applicant must be organized, have excellent computer skills, meticulous attention to detail, accuracy, efficient work habits, and the ability to learn quickly. Primary responsibility is to support the processing of legislative documents. Daily tasks include data-entry, proofreading, formatting documents, and miscellaneous office support. Prior experience in a customer service oriented office environment preferred. Proficiency in Microsoft Office 2013 required. Bachelor's degree desirable.
Ref#15-06

To apply, please email cover letter (with Ref#) and resume to:
sclerk2@capitol.hawaii.gov

Learn more about the Hawai'i State Senate at:
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